

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF WASHINGTON  
ELECTRONIC FILING PROCEDURES  
PARTICIPANT REGISTRATION FORM**

To register for an account on the Court's ECF System, please provide the information requested below:

Name: \_\_\_\_\_

Bar ID# and State: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Firm Federal Tax ID #: \_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-Mail Address (Primary): \_\_\_\_\_

E-Mail Address (Alternate): \_\_\_\_\_

By submitting this registration form, the undersigned applicant agrees to the following:

1. Federal Rules of Bankruptcy Procedure Rule 9011 and Local Bankruptcy Rule 5005-1(d) require that every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) filed with the court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. On pleadings and other documents filed electronically the signature shall be indicated by "/s/". The unique password issued to an ECF Participant identifies that participant to the court upon each login to ECF.

**Note: The filing of a pleading or document by use of the Participating Attorney's ECF password constitutes the Participating Attorney's signature for purposes of Fed. R. Bankr. P. 9011 and LBR 5005-1. Further, the filing of a pleading or document by a Filing Agent associated with a Participating Attorney constitutes the signature of the Participating Attorney for the purposes of Fed. R. Bankr. P. 9011 and LBR 5005-1.**

2. An ECF Participant must protect and secure the password issued by the court. If there is any reason to suspect a password has been compromised, it is the ECF Participant's duty to notify the court immediately. The court will thereafter immediately delete that password from ECF and issue a new password.

3. By this registration, the applicant consents to the electronic service of pleadings and other papers as set forth in the Electronic Filing Procedures and Local Bankruptcy Rules.

4. Applicant agrees that once registered as an ECF Participant, he or she will electronically file all documents as provided in the Electronic Filing Procedures and Local Bankruptcy Rules.

5. Applicant understands that originals of all electronically filed pleadings, affidavits, and other documents that contain original signatures or require verification under Fed. R. Bankr. P. 1008, or an unsworn declaration as provided in 28 U.S.C. § 1746, must be maintained by the attorney of record or the party originating the document in accordance with LBR 5005-1(d)(2).

6. Applicant agrees to comply with the court's Electronic Filing Procedures, as amended from time to time.

7. Technical Requirements.

a. Each ECF Participant is responsible for maintaining their ECF account and ensuring that their email addresses, primary and alternate, are current. The ECF Participant must maintain an e-mail account with enough storage space to receive electronic notices from the court. Note that failed e-mails are returned to the court and will be deleted from the system. The Participating Attorney will have to use the ECF Electronic Notice Summary to generate any missing e-mail notifications; PACER charges will accrue.

b. ECF generated e-mail is sent by [ecfwebmaster@wawb.uscourts.gov](mailto:ecfwebmaster@wawb.uscourts.gov). **Do not reply to this e-mail address.** ECF Participants who have questions about an e-mail should contact the Seattle ECF Help Desk at [ECFHelp\\_Seattle@wawb.uscourts.gov](mailto:ECFHelp_Seattle@wawb.uscourts.gov) or the Tacoma ECF Help Desk at [ECFHelp\\_Tacoma@wawb.uscourts.gov](mailto:ECFHelp_Tacoma@wawb.uscourts.gov).

c. Due to the volume of e-mail messages from ECF, your Internet Service Provider ("ISP") may view the ECF generated e-mail as spam. To avoid ISP blocking of ECF messages, the ISP account should be set to permit all e-mails from [ecfwebmaster@wawb.uscourts.gov](mailto:ecfwebmaster@wawb.uscourts.gov), and IP addresses 199.107.16.128 and 206.18.112.128 (as amended from time to time and posted on the Court's website).

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Date

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Signature of Applicant

A scanned hard copy of the registration form with your signature on it or a digital original copy with your electronic signature are equally acceptable.

Registration can be submitted by email or mail:  
[ECF\\_Registration@wawb.uscourts.gov](mailto:ECF_Registration@wawb.uscourts.gov)

Mark Hatcher, Clerk of the Court  
United States Bankruptcy Court  
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Seattle, WA 98101-1271